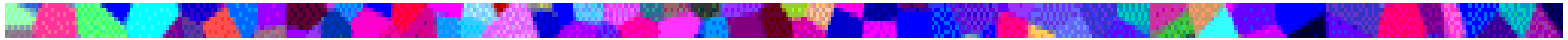


Section 2

Business and Information Technology

2004-2005



Need course information?

- **Course Descriptions**
- **Course Sequences**
- **Certifications, Licenses, and Assessments**
- **Career Families**

Section 2: Business and Information Technology

Course Descriptions, Sequences, Certifications, Career Families

Foundation Courses

Foundations and other possible middle school offerings are listed and described in Section 12: Career Exploration.

Section Overview

This section presents course information applicable to the Business and Information Technology program area: course descriptions, course concentration and specialization sequences, certifications available to course completers, and career families. Following the course description, the remainder of the information for each course or course sequence is presented in a chart. The following definitions and criteria are summarized to clarify and enhance the chart components.

Sequences

- A *concentration* is a coherent sequence of courses completed by a student in a specific career area as identified in this planning guide.
- A *specialization* is a choice by a student to specialize in an occupational field by taking additional courses in a specific career area as identified in this planning guide.
- A career and technical education *completer* is a student who has met the requirements for a career and technical concentration or specialization and all requirements for high school graduation or an approved alternative education program.

Certifications/Licenses/Assessments Available

Certain courses enable student completers to earn industry certification, a state license, and/or a national certification. These credentials are beneficial (and sometimes essential) to students seeking employment in a career field or occupational specialty. In addition, students who obtain these credentials earn verified credits toward graduation.

- A *standard credit* is based on a minimum of 140 clock hours of instruction and successful completion of the requirements of the course.
- A *verified credit* is based on a standard credit plus a passing score on the end-of-course SOL test (or other test as described in the Standards of Accreditation 8 VAC 20-131-110). A standard credit may not be verified more than once.
- A *student-selected verified credit* is a credit for a course that includes a test (other than SOL) approved by the Virginia Board of Education.

For students to be eligible to receive student-selected verified credits, their teacher must be certified by the issuing organization relative to the industry certification or licensure. In the case of a CTE program area where there are potential multiple certifications, the teacher must be certified in at least one industry certification that is related to the course and/or course sequence. Exception: There is no teacher certification requirement for students to receive verified credits upon passing a selected NOCTI assessment related to their CTE program.

Verified credits (other than those earned through NOCTI) entitle students to the Career and Technical Education diploma seal. Some verified credits earn students the Advanced Mathematics and Technology seal. Each year, the Virginia Board of Education approves the industry certifications that enable students to earn these seals.

Additional information and the relationships among Board-approved examinations, verified credits, and diploma seals are explained in the Introduction and in Section 9. Additional information, including the description of each credential, how to earn it, and courses that may prepare students for examination, is contained in Section 10: Descriptions of Certifications, Licenses, and Assessments.

Note: In the charts that follow course descriptions, information technology certifications may be designated as follows:

*Considered an entry-level certification

**Considered a mid-level certification; may require significant curriculum mapping

***Considered an advanced-level certification; will need to be mapped to curriculum at the academy level

Career Families

To help students investigate careers and design their courses of study to advance their career goals, the Office of Career and Technical Education Services in Virginia has adopted the nationally accepted structure of career clusters, career pathways, and sample career specialties or occupations. Virginia educational agencies use the terms career family, career area, and career role.

To simplify federal reporting, The Career and Technical Education Reporting System (CTERS) User's Manual assigns a career family to each course. The family is also listed here.

Additional information and samples of CTE course selection using career families are included in Section 11: Instructional Planning with Career Families, Career Areas, and Career Roles.

Section Overview Note: Information on dual enrollment and International Baccalaureate Business Courses is shown at the end of this section on page 2-23.

Occupational Courses

Accounting 6320

Grade Levels: 10, 11, 12 (36 weeks)

Prerequisite: Keyboarding* is recommended.

Students study the basic principles, concepts, and practices of the accounting cycle. Students learn fundamental accounting procedures using a manual and an electronic system.

*Keyboarding course(s) or teacher-approved demonstrated and documented touch keyboarding skills

Advanced Accounting 6321

Grade Levels: 11, 12 (36 weeks)

Prerequisite: Accounting

Students gain in-depth knowledge of accounting procedures and techniques used to solve business problems and make financial decisions. Students use accounting and spreadsheet software to analyze and interpret business applications.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<p>Accounting 6320 and a combination of one or more of the following 18-week or 36-week courses, equivalent to a total of two 36-week courses:</p> <ul style="list-style-type: none"> Advanced Accounting 6321 Business Law 6131/6132* Business Management 6135/6136* Computer Applications 6611/6617* Computer Information Systems (CIS) 6612/6614* Advanced Computer Information Systems 6613/ 6615* (requires CIS prerequisite) Finance 6120/6121* Design, Multimedia, and Web Technologies (DMWT) 6630/6632* Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) Digital Input Technologies 6160*/6161 Keyboarding Applications 6152/6153* Keyboarding 6151* Medical Systems Administration 6730/6731* Legal Systems Administration 6735/6736* Notetaking 6241/6242* (may complement sequence but must be offered with two or more other courses) Office Administration 6621/6622* Principles of Business and Marketing 6115/ 6116* Word Processing 6625/6626* <p><i>*18-week course</i></p>	<p>Accounting 6320 and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses</p>	<p>Available on completion of Accounting or Advanced Accounting:</p> <ul style="list-style-type: none"> Accounting—Basic (NOCTI) Certification for Legal Professionals (ALS) when combined with Office Administration and Legal Systems Administration (Association for Legal Professionals) IC³* (Certiport) International Computer Driving License* (ICDL US) 	<p>Business, Management, and Administration</p>

Business Law 6131**Grade Levels:** 10, 11, 12 (36 weeks)**Business Law 6132****Grade Levels:** 10, 11, 12 (18 weeks)

Students examine the foundations of the American legal system. Students explore economic and social concepts as they relate to legal principles and to business and personal laws.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Business Law 6131, 6132* and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> Accounting 6320 Advanced Accounting 6321 (requires Accounting prerequisite) Business Management 6135/6136* Computer Applications 6611/6617* Computer Information Systems (CIS) 6612/6614* Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) Design, Multimedia, and Web Technologies (DMWT) 6630/6632* Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) Digital Input Technologies 6160*/6161 Finance 6120/6121* Legal Systems Administration 6735/6736* Medical Systems Administration 6730/6731* Notetaking 6241/6242* (may complement sequence but must be offered with two or more other courses) Office Administration 6621/6622* Principles of Business and Marketing 6115/ 6116* Word Processing 6625/6626* <i>*18-week course</i>	Business Law 6131/6132* and a combination of 18-week or 36-week courses listed for concentration, equivalent to a total of three 36-week courses <i>*18-week course</i>	Available upon completion of Business Law 6131: <ul style="list-style-type: none"> IC³* (Certiport) International Computer Driving License* (ICDL US) 	Business, Management, and Administration

Business Management 6135**Grade Levels:** 10, 11, 12 (36 weeks)**Business Management 6136****Grade Levels:** 10, 11, 12 (18 weeks)

Students study basic management concepts and leadership styles as they explore business ownership, planning, economics, international business, and human relations issues such as employee motivation and conflict resolution. Student leadership skills may be enhanced by internship experiences.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Business Management 6135/6136* and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> Accounting 6320 Advanced Accounting 6321 (requires Accounting prerequisite) Business Law 6131/6132* Computer Applications 6611/6617* Computer Information Systems (CIS) 6612/6614* Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) Design, Multimedia, and Web Technologies (DMWT) 6630/6632* Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) Digital Input Technologies 6160*/6161 Finance 6120/6121* Legal Systems Administration 6735/6736* Medical Systems Administration 6730/6731* Notetaking 6241/6242* (may complement sequence but must be offered with two or more other courses) Office Administration 6621/6622* Principles of Business and Marketing 6115/ 6116* Word Processing 6625/6626* <i>*18-week course</i>	Business Management 6135/6136* and a combination of 18-week or 36-week courses listed for concentration, equivalent to a total of three 36-week courses <i>*18-week course</i>	Available upon completion of Business Management 6135: <ul style="list-style-type: none"> IC³* (Certiport) International Computer Driving License* (ICDL US) 	Business, Management, and Administration

Computer Applications 6611**Grade Levels:** 7, 8, 9, 10 (36 weeks)**Computer Applications 6617****Grade Levels:** 7, 8, 9, 10 (18weeks)**Prerequisite:** Keyboarding* is recommended.

Students develop or review correct keyboarding techniques and gain a basic knowledge of word processing, spreadsheet, database, graphics, and telecommunications applications. Students demonstrate an understanding of computer concepts through application of knowledge. Students learn to use software packages and local and worldwide network communications systems. Grade 8 Computer/Technology Standards of Learning are incorporated and reinforced in this course.

*Keyboarding course(s) or teacher-approved demonstrated and documented touch keyboarding skills

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<p>Computer Applications 6611/6617* and a combination of one or more of the following 18-week or 36-week courses, equivalent to a total of two 36-week courses:</p> <ul style="list-style-type: none"> Accounting 6320 Advanced Accounting BUS 6321 (requires Accounting prerequisite) Business Law 6131/6132* Business Management 6135/6136* Computer Information Systems (CIS) 6612/6614* Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) Computer Network Software Operations (CNSO) 6650 Advanced Computer Network Software Operations 6651 (requires CNSO prerequisite) Database Design and Management (DDM) 6660 Advanced Database Design and Management 6661 (requires DDM prerequisite) Design, Multimedia, and Web Technologies (DMWT) 6630/6632* Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) Digital Input Technologies 6160*/6161 Finance 6120/6121* Information Technology Fundamentals 6670 International Baccalaureate Information Technology in a Global Society 6613 Keyboarding 6151* Keyboarding Applications 6152/6153* Legal Systems Administration 6735/6736* Medical Systems Administration 6730/6731* Office Administration 6621/6622* Office Specialist 6740/6741/6742 Principles of Business and Marketing 6115/6116* Programming 6640 <p>(Continued on next page)</p>	<p>Computer Applications 6611/*6617 and a combination of 18-week or 36-week courses listed for concentration, equivalent to a total of three 36-week courses</p> <p><i>*18-week course</i></p>	<p>Available upon completion of Computer Applications 6611:</p> <ul style="list-style-type: none"> MOS (Microsoft Office Specialist)* (Microsoft) (pass any two unique MOS exams at the core level) IC³* (Certiport) International Computer Driving License* (ICDL US) 	<p>Information Technology</p>

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<ul style="list-style-type: none"> Advanced Programming 6641 (requires Programming prerequisite) Word Processing 6625/6626 <i>*18-week course</i>			

Computer Information Systems 6612

Grade Levels: 10, 11, 12 (36 weeks)

Computer Information Systems 6614

Grade Levels: 10, 11, 12 (18 weeks)

Prerequisite: Keyboarding*

Students apply problem-solving skills to real-life situations through word processing, spreadsheets, databases, multimedia presentations, and integrated software activities. Students work individually and in groups to explore computer concepts, operating systems, networks, telecommunications, and emerging technologies. Completion of this course may prepare students for industry certifications.

*Keyboarding course(s) or teacher-approved, demonstrated and documented touch keyboarding skills

Advanced Computer Information Systems 6613

Grade Levels: 10, 11, 12 (36 weeks)

Advanced Computer Information Systems 6615

Grade Levels: 10, 11, 12 (18 weeks)

Prerequisite: Computer Information Systems

Students apply problem-solving skills to real-life situations through advanced integrated software applications, including printed, electronic, and Web publications. Students work individually and in groups to explore advanced computer maintenance activities, web site development, programming, networking, emerging technology, and employability skills. Completion of this course may prepare the student for industry certifications.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Computer Information Systems 6612/6614* and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses <ul style="list-style-type: none"> Advanced Computer Information Systems 6613/ 6615* Accounting 6320 Advanced Accounting 6321 (requires Accounting prerequisite) Business Law 6131/6132* Business Management 6135/6136* Computer Applications 6611/6617* Computer Network Software Operations (CNSO) 6650 Advanced Computer Network Software Operations 6651 (requires CNSO prerequisite) Database Design and Management (DDM) 6660 Advanced Database Design and Management 6661 (requires DDM prerequisite) Design, Multimedia, and Web Technologies (DMWT) 6630/ 6632 	Computer Information Systems 6612/6614* and a combination of 18-week or 36-week courses listed for concentration, equivalent to a total of three 36-week courses <i>*18-week course</i>	Available upon completion of Computer Information Systems 6612 or Advanced Computer Information Systems 6613: <ul style="list-style-type: none"> MOS (Microsoft Office Specialist)* (Microsoft) (pass any two unique MOS exams at the core level) IC³* (Certiport) International Computer Driving License* (ICDL US) See possibility of digital media certifications in Design, Multimedia, and Web Technologies.	Information Technology

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<p>(Continued on next page)</p> <ul style="list-style-type: none"> • Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) • Digital Input Technologies 6160*/6161 • Finance 6120/6121* • Information Technology Fundamentals 6670 • Keyboarding Applications 6152/6153* • Keyboarding 6151* • Notetaking 6241/6242* (may complement sequence but must be offered with two or more other courses) • Office Administration 6621/6622* • Office Specialist 6740/6741/6742 • Principles of Business and Marketing 6115/ 6116* • Programming 6640 • Advanced Programming 6641 (requires Programming prerequisite) • Advanced Information Technology Certifications I (AITC) 6680 • Advanced Information Technology Certifications II 6681 (requires AITC I prerequisite) <p>*18-week course</p> <p>Also, see International Baccalaureate Information Technology in a Global Society 6613</p>			

Computer Network Software Operations 6650

Grade Levels: 11, 12 (36 weeks)

Prerequisites: Keyboarding* and Information Technology Fundamentals are recommended.

Computer Network Software Operations is designed to teach many aspects of computer support and network administration. Students learn networking concepts, from usage to components, and set up peer-to-peer network systems and client server networks. Students install and configure network cards and connect them to networks. Students learn how to install the operating systems, set up and manage accounts, load software, and set up and implement security plans. This course may include software-based network operating systems such as Novell NetWare and Microsoft Windows NT. If industry certification is the basis for this course, school divisions must plan the curriculum in cooperation with the certification provider.

Advanced Computer Network Software Operations 6651

Grade Level: 12 (36 weeks)

Prerequisite: Computer Network Software Operations

Advanced Computer Network Software Operations is designed to continue teaching aspects of network administration—focusing on management and support of network users and systems. Time is spent discussing responsibilities of computer professionals, training end users, evaluating new technology, developing system policies, troubleshooting workstations, managing network services and protocols, and effectively using e-mail and business communications. Students learn communications protocols, troubleshooting techniques for systems and client server networks, Web site management, and other advanced networking topics. They learn advanced techniques to install the operating systems, set up and manage accounts, load software, and set up and implement security plans. This course may include software-based network operating systems such as Novell NetWare and Microsoft Windows NT. If industry certification is the basis for this course, school divisions must plan the curriculum in cooperation with the certification provider.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<p>Computer Network Software Operations 6650 and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses:</p> <ul style="list-style-type: none">• Advanced Computer Network Software Operations 6651• Computer Applications 6611/6617*• Computer Information Systems (CIS) 6612/ 6614*• Advanced Computer Information Systems 6613/ 6615* (requires CIS prerequisite)• Database Design and Management (DDM) (Oracle) 6660• Advanced Database Design and Management (Oracle) BUS 6661 (requires DDM prerequisite)• Design, Multimedia, and Web Technologies 6630/6632• Information Technology Fundamentals 6670• Programming 6640• Advanced Programming 6641 (requires Programming prerequisite)• Advanced Information Technology Certifications I (AITC) 6680• Advanced Information Technology Certifications II 6681 (requires AITC I prerequisite) <p><i>*18-week course</i></p> <p>Also, see International Baccalaureate Information Technology in a</p>	<p>Computer Network Software Operations 6650 and a combination of 18-week or 36-week courses listed for concentration, equivalent to a total of three 36-week courses</p>	<p>Available upon completion of CNSO 6650 or Advanced CNSO 6651:</p> <ul style="list-style-type: none">• A+* (CompTIA)• Certified Novell Administrator* (Novell)• CIW Associate* (ProsoftTraining)• CIW Professional* (ProsoftTraining)• Customer Support Specialist Certification* (Help Desk Institute)• Fundamentals of Wireless LANs Certificate* (Cisco Systems)• IC³* (Certiport)• INet* (CompTIA)• International Computer Driving License (ICDL US)• IT Essentials Certificate, Level 1 (Cisco Systems)• IT Essentials Certificate, Level 2 (Cisco Systems)• Linux+ (CompTIA)• Microsoft Certified Professional (MCP)* (Microsoft) <p>(Continued on next page)</p>	<p>Information Technology</p>

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Global Society 6613.		<ul style="list-style-type: none"> • MOS (Microsoft Office Specialist)* (Microsoft) (pass any two unique MOS exams at the core level) • Unix Certificate* (Cisco Systems) • Voice and Data Cabling Certificate (Cisco Systems) <p>Additional certification available upon completion of Advanced CNSO6651:</p> <ul style="list-style-type: none"> • Network+* (CompTIA) 	

Database Design and Management (Oracle) 6660

Grade Levels: 10, 11 (36 weeks)

Prerequisite: Information Technology Fundamentals is recommended.

This first-year course includes database design and programming. Students study database fundamentals to include database development, modeling, design, and normalization. In addition, students are introduced to database programming. Students gain the skills and knowledge needed to use features of database software and programming to manage and control access to data. Industry certification competencies will be used for the course.

Advanced Database Design and Management (Oracle) 6661

Grade Levels: 11, 12 (36 weeks)

Prerequisite: Database Design and Management (Oracle)

Students study Java programming and Java database applications. The basics of object-oriented programming and the Java programming language are emphasized in this instruction. Students will prepare for industry certification in database applications and programming. Industry certification course competencies will be used for the course.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Database Design and Management (DDM) (Oracle) 6660 and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> • Advanced Database Design and Management (Oracle) 6661 (requires DDM prerequisite) • Computer Applications 6611/6617* • Computer Information Systems (CIS) 6612/6614* • Advanced Computer Information Systems 6613/ 6615* (requires CIS prerequisite) • Computer Network Software Operations (CNSO) 6650 • Advanced Computer Network Software Operations 6651 (requires CNSO prerequisite) • Advanced Information Technology Certifications I (AITC) 6680 • Advanced Information Technology Certifications II 6681 (requires AITC I prerequisite) • Information Technology Fundamentals 6670 • Office Administration 6621/6622* • Office Specialist 6740/6741/6742 	Database Design and Management (DDM) (Oracle) 6660 and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses	Available upon completion of DDM 6660 or Advanced DDM 6661: <ul style="list-style-type: none"> • IC³* (Certiport) • International Computer Driving License* (ICDL US) • MOS (Microsoft Office Specialist)* (Microsoft) (pass any two unique MOS exams at the core level) • Oracle Certified Professional* (any Oracle Professional Certification Exam) (Oracle) <p>Additional certifications available upon completion of Advanced DDM 6661:</p> <ul style="list-style-type: none"> • Brainbench Java2 Fundamentals Certification* (Brainbench) • Brainbench Java2 Certification* (Brainbench) • Java Programming Certificate* (Cisco Systems) 	Information Technology

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
(Continued on next page) <ul style="list-style-type: none"> • Programming 6640 • Advanced Programming 6641 (requires Programming prerequisite) <i>*18-week course</i> <p>Also, see International Baccalaureate Information Technology in a Global Society 6613</p>		(Continued on next page) <ul style="list-style-type: none"> • Sun Certified Programmer for Java2 Platform* (Sun Microsystems) 	

Design, Multimedia, and Web Technologies 6630 (formerly Desktop/Multimedia Presentations)

Grade Level: 10, 11, or 12 (36 weeks)

Design, Multimedia, and Web Technologies 6632

Grade Level: 10, 11, or 12 (18 weeks)

Prerequisite: Keyboarding*

Students develop proficiency in creating desktop publications, multimedia presentations/projects, and Web sites using industry standard application software.

Students incorporate principles of layout and design in completing publications and projects. Students design portfolios that may include business cards, newsletters, mini-pages, Web pages, multimedia presentations/projects, calendars, and graphics. Completion of this course may prepare students for industry certifications.

*Keyboarding course(s) or teacher-approved, demonstrated, and documented touch keyboarding skills

Advanced Design, Multimedia, and Web Technologies 6631

Grade Level: 10, 11, or 12 (36 weeks)

Advanced Design, Multimedia, and Web Technologies 6633

Grade Level: 10, 11, or 12 (18 weeks)

Prerequisite: Design, Multimedia, and Web Technologies

Students develop advanced skills in creating interactive media, Web sites, and publications for print and electronic distribution. Students work with sophisticated hardware and software, applying skills learned to real-world projects. Completion of this course may prepare students for industry certifications.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Design, Multimedia, and Web Technologies 6630/6632* and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> • Advanced Design, Multimedia, and Web Technologies 6631/6633* • Computer Applications 6611/6617* • Computer Information Systems 6612/6614* • Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) • Digital Input Technologies 6160*/6161 • Information Technology Fundamentals 6670 • Keyboarding Applications 6152, 6153* • Keyboarding 6151* • Principles of Business and Marketing 6115/6116* • Programming 6640 (Continued on next page)	Design, Multimedia, and Web Technologies 6630/6632* and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses <i>18-week course</i>	Available upon completion of Design, Multimedia, and Web Technologies 6630 or Advanced Design, Multimedia, and Web Technologies 6631: <ul style="list-style-type: none"> • Adobe Certified Expert* (Adobe) • Brainbench Adobe Illustrator* (Brainbench) • Brainbench Adobe PageMaker* • Brainbench Adobe Photoshop* • Brainbench CorelDRAW* • Brainbench Dreamweaver* • Brainbench Fireworks* • Brainbench Flash* • Brainbench HTML* • Brainbench JavaScript* • Brainbench Macromedia FreeHand* 	Information Technology

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<ul style="list-style-type: none"> Advanced Programming 6641 (requires Programming prerequisite) Advanced Information Technology Certifications I (AITC) 6680 Advanced Information Technology Certifications II 6681 (requires AITC I prerequisite) <i>*18-week course</i> Also, see International Baccalaureate Information Technology in a Global Society 6613		<ul style="list-style-type: none"> Brainbench MS FrontPage 2000* (Continued on next page) <ul style="list-style-type: none"> CIW Associate*(ProsoftTraining) CIW Professional* (ProsoftTraining) IC³* (Certiport) INet* (CompTIA) International Computer Driving License* (ICDL US) Macromedia Certified Professional* (Macromedia) Master CIW Designer*** (ProsoftTraining) MOS* (Microsoft) (pass any two unique MOS exams at the core level) Web Design Certificate* (Cisco Systems) WOW Certified Apprentice Webmaster* (World Organization of Webmasters) WOW Certified Web Administrator* Apprentice (World Organization of Webmasters) WOW Certified Web Designer Apprentice* (World Organization of Webmasters) WOW Certified Web Developer Apprentice* (World Organization of Webmasters) 	

Digital Input Technologies 6160

Grade Levels: 7, 8, 9 (18 weeks)

Prerequisite: Keyboarding* is recommended.

Digital Input Technologies 6161

Grade Levels: 7, 8, 9 (36 weeks)

Prerequisite: None

The Digital Input Technologies course introduces new and emerging tools that are quickly becoming standard in today's workplace. Students develop proficiency using Personal Data Assistants (PDAs), speech recognition software, and input tools for entering and manipulating text and data. The 36-week course offers secondary-level keyboarding skills.

*Keyboarding course(s) or teacher-approved demonstrated and documented touch keyboarding skills

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Digital Input Technologies 6160*/6161 and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> Accounting 6320 Business Law 6131/6132* Business Management 6135/6136* Computer Applications 6611/6617* Computer Information Systems 6612/6614* 	Digital Input Technologies 6160*/6161 and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses: <i>*18 week course</i>	Available upon completion of Digital Input Technologies 6161: <ul style="list-style-type: none"> MOS* (Microsoft) (pass any two unique MOS exams at the core level) 	Information Technology

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<ul style="list-style-type: none"> Information Technology Fundamentals 6670 Keyboarding** 6151* or (Continued on next page) <ul style="list-style-type: none"> Keyboarding Applications** 6152/6153* Legal Systems Administration 6735 Medical Systems Administration 6730/6731* Office Administration 6621/6622* Office Specialist 6740/6741/6742 Principles of Business and Marketing 6115 6116* Word Processing 6625/6626* <i>*18 week course</i> ** Only counted as sequential offering with DIT 6160. The 36-week course DIT 6161 contains keyboarding.			

Finance 6120

Grade Levels: 10, 11, 12 (36 weeks)

Finance 6121

Grade Levels: 10, 11, 12 (18 weeks)

Students explore many facets of financial decision-making involved in daily life. Skills in money management, record keeping, and banking are enhanced through the study of basic concepts of economics, insurance, credit, and other related topics. As a year offering, the course will also prepare students occupationally to plan, manage, and analyze the financial and monetary aspects and success of business enterprises, banking institutions, or other organizations.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Finance 6120/6121* and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> Accounting 6320 Advanced Accounting 6321 Business Law 6131/6132* Business Management 6135/6136* Computer Applications 6611/6617* Computer Information Systems (CIS) 6612/ 6614* Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) Principles of Business and Marketing 6115/6116* <i>*18-week course</i>	Finance 6120/6121* and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses <i>*18-week course</i>	Available on completion of Finance 6120: <ul style="list-style-type: none"> IC³* (Certiport) International Computer Driving License* (ICDL US) 	Finance

Information Technology Fundamentals 6670

Grade Levels: 9, 10 (36 weeks)

Prerequisite: Keyboarding* is recommended.

Information Technology IT Fundamentals introduces the essential skills needed for students to pursue specialized programs leading to technical and professional careers and certifications in the IT industry. Students have an opportunity to investigate career opportunities in four major IT areas: Information Services and Support, Network Systems, Programming and Software Development, and Interactive Media. The focus of the IT Fundamentals course is on introducing skills related to information technology basics, Internet fundamentals, network systems, computer maintenance/upgrading/troubleshooting, computer applications, programming, graphics, Web page design, and interactive media. Students explore ethical issues related to computers and Internet technology and develop teamwork and communication skills that will enhance their employability.

*Keyboarding course(s) or teacher-approved demonstrated and documented touch keyboarding skills

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<p>Information Technology Fundamentals 6670 and a combination of one or more of the following 18- and 36-week courses, equivalent to a total of two 36-week courses:</p> <ul style="list-style-type: none"> Advanced Information Technology Certifications (AITC) I 6680 Advanced Information Technology Certifications II 6681 (requires AITC I prerequisite) Computer Applications 6611/6617* Computer Information Systems (CIS) 6612/6614* Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) Computer Network Software Operations (CSNO) 6650 Advanced Computer Network Software Operations 6651 (requires CSNO prerequisite) Database Design and Management (Oracle) (DDM) 6660 Advanced Database Design and Management 6661 (requires DDM prerequisite) Design, Multimedia, and Web Technologies (DMWT) 6630/6632* Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWP prerequisite) Digital Input Technologies 6160*/6161 Programming 6640 Advanced Programming 6641 (requires Programming prerequisite) <p><i>*18-week course</i></p>	<p>Programming 6640 and a combination of 18-week or 36-week courses, equivalent to a total of three 36-week courses</p> <p>Information Technology Fundamentals 6670 may precede sequences for the following:</p> <ul style="list-style-type: none"> Computer Network Hardware Operations 8542/8543/8544/8545 Computer Systems Technology 8622/8623/8624 	<p>Available on completion of Information Technology Fundamentals 6670:</p> <ul style="list-style-type: none"> A+* (CompTIA) IC³* (Certiport) International Computer Driving License* (ICDL US) IT Essentials Certificate, Level 1 (Cisco Systems) MOS* (Microsoft) (pass any two unique MOS exams at the core level) 	<p>Information Technology</p>

Keyboarding 6151

Grade Levels: 9, 10, 11, 12 (18 weeks)

This course is designed for secondary school students to develop and enhance touch skills for entering alphabetic, numeric, and symbol information on a keyboard. Students compose and produce personal, educational, and professional documents. (Students who can demonstrate touch keyboarding skills may test out and enter into the applications semester—6153—to develop document preparation skills.)

Keyboarding Applications 6152

Grade Levels: 9, 10, 11, 12 (36 weeks)

This course is designed for secondary school students to develop and enhance touch skills for entering alphabetic, numeric, and symbol information on a keyboard. Students compose and produce a variety of personal, educational, and professional documents.

Keyboarding Applications 6153

Grade Levels: 9, 10, 11, 12 (18 weeks)

Prerequisite: Keyboarding (6150 or 6151)*

Students enhance touch skills for entering alphabetic, numeric, and symbol information on a keyboard. Students compose and produce a variety of personal, educational, and professional documents. (Students may enroll in this applications semester—6153—after successful completion of previous keyboarding coursework or a documented performance test/record of 6150 or 6151 competencies.)

*Keyboarding course(s) or teacher-approved demonstrated and documented touch keyboarding skills

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Keyboarding 6151* or Keyboarding Applications 6152/6153* and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none">Accounting 6320Computer Applications 6611/6617*Computer Information Systems (CIS) 6612/6614*Advanced Computer Information Systems 6613/ 6615* (requires CIS prerequisite)Design, Multimedia, and Web Technologies (DMWT) 6630/ 6632*Advanced Desktop Multimedia Presentations 6631/ 6633* (requires DMWT prerequisite)Digital Input Technologies 6160*/6161Legal Systems Administration 6735/6736*Medical Systems Administration 6730/6731*Notetaking 6241/6242* (may complement the sequence but must be offered with two or more other courses)Office Administration 6621/6622*Office Specialist 6740/6741/6742Principles of Business and Marketing 6115/ 6116*Word Processing 6625/6626* <i>*18-week course</i>	Keyboarding 6151* or Keyboarding Applications 6152/6153* and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses:	Available on completion of Keyboarding Applications 6152: <ul style="list-style-type: none">MOS* (Microsoft) (pass any two unique MOS exams at the core level)	Information Technology
Note: When students take a keyboarding course as a prerequisite, they may test out through documented proficiency in the course competencies. However, the test-out option does not count toward a concentration or specialization sequence.			

Legal Systems Administration 6735**Grade Levels:** 11, 12 (36 weeks)**Legal Systems Administration 6736****Grade Levels:** 11, 12 (18 weeks)**Prerequisites:** Keyboarding Applications*

Students completing Office Administration and wishing to gain employment in the legal field may take this course to learn how to use legal terminology and procedures useful in preparing legal documents and functioning effectively in a law office. When this course is offered as a daily multiple-period class, the competencies identified in the Office Administration course may be included. Completion of this course, when combined with Accounting and Office Administration, may prepare students for the certification exam for Accredited Legal Professional. Completion may also lead to MOS certification.

*Keyboarding course(s) or teacher approved demonstrated and documented touch keyboarding skills

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Option 1 Legal Systems Administration 6735 (daily 2-period block) Option 2 Legal Systems Administration 6735/6736* (single or double period) and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> Accounting 6320 Advanced Accounting 6321 (requires Accounting prerequisite) Business Law 6131/6132* Business Management 6135/6136* Computer Applications 6611/6617* Computer Information Systems (CIS) 6612/6614* Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) Design, Multimedia, and Web Technologies (DMWT) 6630/6632* Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) Digital Input Technologies 6160*/6161 Finance 6120/6121* Information Technology Fundamentals 6670 Keyboarding Applications 6152/6153* Keyboarding 6151* Notetaking 6241/6242* (may complement the sequence but must be offered with two or more other courses) Office Administration 6621/6622* Office Specialist 6740/6741/6742 Principles of Business and Marketing 6115/ 6116* Word Processing 6625/6626* <i>*18-week course</i>	Legal Systems Administration 6735 (single or double period) and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses	Available upon completion of Legal Systems Administration 6735: <ul style="list-style-type: none"> Certification for Legal Professionals (ALS) when combined with Office Administration and Accounting IC³* (Certiport) International Computer Driving License* (ICDL US) MOS* (Microsoft) (pass any two unique MOS exams at the core level) 	Business, Management, and Administration or Information Technology

Medical Systems Administration 6730**Grade Levels:** 11, 12 (36 weeks)**Medical Systems Administration 6731****Grade Levels:** 11, 12 (18 weeks)**Prerequisites:** Keyboarding Applications*

Students completing Office Administration and wishing to gain employment in the medical field may take this course to learn how to use medical terminology and procedures useful in developing medical documents and functioning effectively in a medical office environment. When this course is offered as a daily multiple-period class, the competencies identified in the Office Administration course may be included.

*Keyboarding course(s) or teacher approved demonstrated and documented touch keyboarding skills

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Option 1 Medical Systems Administration 6735 (daily 2-period block) Option 2 Medical Systems Administration 6735/6736* (single or double period) and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> Accounting 6320 Advanced Accounting 6321 (requires Accounting prerequisite) Business Law 6131/6132* Business Management 6135/6136* Computer Applications 6611/6617* Computer Information Systems (CIS) 6612/6614* Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) Design, Multimedia, and Web Technologies (DMWT) 6630/6632* Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) Digital Input Technologies 6160*/6161 Finance 6120/6121* Information Technology Fundamentals 6670 Keyboarding Applications 6152/6153* Keyboarding 6151* Notetaking 6241/6242* (may complement the sequence but must be offered with two or more other courses) Office Administration 6621/6622* Office Specialist 6740/6741/6742 Principles of Business and Marketing 6115/ BUS6116* Word Processing 6625/BUS6626* *18-week course	Medical Systems Administration 6730/6731* (single or double period) and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses <i>*18-week course</i> or Medical Assistant I 8345 and Medical Assistant II 8346 and Medical Systems Administration 6730/6731* <i>*18-week course</i>	Available upon completion of Medical Systems Administration 6730: <ul style="list-style-type: none"> IC³* (Certiport) International Computer Driving License* (ICDL US) MOS* (Microsoft) (pass any two unique MOS exams at the core level) 	Business, Management, and Administration or Information Technology

Notetaking 6241**Grade Levels:** 9, 10, 11, 12 (36 weeks)**Notetaking 6242****Grade Levels:** 9, 10, 11, 12 (18 weeks)**Prerequisite:** Keyboarding* recommended

Students learn an easy, abbreviated writing system of notetaking that enables them to take and transcribe notes for educational, business, or personal use. Students explore reasons for taking notes, ways to listen effectively, and strategies for improving communication and study skills for academic success.

*Keyboarding course(s) or teacher approved demonstrated and documented touch keyboarding skills

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Notetaking may complement a Business/IT concentration sequence but must be offered with two or more other courses	Notetaking may complement a Business/IT concentration sequence but must be offered with two or more other courses	N/A	Business, Management, and Administration

Office Administration 6621**Grade Level:** 10, 11, 12 (36 weeks)**Office Administration 6622****Grade Level:** 10, 11, 12 (18 weeks)**Prerequisite:** Keyboarding*

Students enhance word processing and communication skills as they develop competencies needed by administrative support professionals. Students study office procedures such as information processing, telecommunications, electronic record management, and financial records management.

*Keyboarding course(s) or teacher approved demonstrated and documented touch keyboarding skills

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Office Administration 6621/6622* and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> Accounting 6320 Advanced Accounting 632 (requires Accounting prerequisite) Business Law 6131/6132* Business Management 6135/6136* Computer Applications 6611/6617* Computer Information Systems (CIS) 6612/6614* Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) Design, Multimedia, and Web Technologies (DMWT) 6630/6632* Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) Digital Input Technologies 6160*/6161 Finance 6120/6121* Information Technology Fundamentals 6670 Keyboarding Applications 6152/6153* (Continued on next page)	Office Administration 6621*/6622 and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses <i>*18-week course</i>	Available upon completion of Office Administration 6621: <ul style="list-style-type: none"> Certification for Legal Professionals (ALS) when combined with Accounting and Legal Systems Administration IC³* (Certiport) International Computer Driving License* (ICDL US) MOS* (Microsoft) (pass any two unique MOS exams at the core level) 	Business, Management, and Administration or Information Technology

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<ul style="list-style-type: none"> • Keyboarding 6151* • Legal Systems Administration 6735 • Medical Systems Administration 6730/6731* • Notetaking 6241/6242* (may complement the sequence but must be offered with two or more other courses) • Office Specialist 6740/6741/6742 • Principles of Business and Marketing 6115/ 6116* • Word Processing 6625/6626* <i>*18-week course</i>			

Principles of Business and Marketing 6115

Grade Levels: 9, 10 (36 weeks)

Principles of Business and Marketing 6116

Grade Levels: 9, 10 (18 weeks)

Students explore the roles of business and marketing in the free enterprise system and the global economy. Students study how the American economy operates and prepare to make decisions as consumers, wage earners, and citizens.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Principles of Business and Marketing 6115/6116* and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> • Accounting 6320 • Advanced Accounting 6321 (requires Accounting prerequisite) • Business Law 6131/6132* • Business Management 6135/6136* • Computer Applications 6611/6617* • Computer Information Systems 6612/6614* • Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) • Design, Multimedia, and Web Technologies (DMWT) 6630/6632* • Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) • Digital Input Technologies 6160*/6161 • Finance 6120/6121* • Keyboarding 6151 • Keyboarding Applications 6152/6153* • Legal Systems Administration 6735/6736* • Medical Systems Administration 6730/6731* • Office Administration 6621/6622* • Office Specialization 6740/6741/6742 • Word Processing 6625/6626* <i>*18-week course</i>	Principles of Business and Marketing 6115/6116* and a combination of the 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses	Available upon completion of Principles of Business and Marketing 6115: <ul style="list-style-type: none"> • IC³* (Certiport) • International Computer Driving License* (ICDL US) 	Business, Management, and Administration

Programming 6640**Grade Levels:** 10, 11, 12 (36 weeks)**Prerequisite:** Keyboarding* and Information Technology Fundamentals are recommended.

Students explore computer concepts, use logic procedures, and implement programming procedures using one or more programming languages, such as Visual Basic, Java, and C++. In addition, HTML or JavaScripting is used to program Web pages.

*Keyboarding course(s) or teacher approved demonstrated and documented touch keyboarding skills

Advanced Programming 6641**Grade Levels:** 11, 12 (36 weeks)**Prerequisite:** Programming

Students use their knowledge of computer concepts and logic procedures to increase programming skills in one or more programming languages such as Visual Basic, Java, and C++. In addition, HTML, JavaScripting, or other industry-based Web development programming language is mastered for use in advanced Web page development or for use in industry certification programs.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
<p>Programming 6640 and a combination of one or more of the following 18-week or 36-week courses, equivalent to a total of two 36-week courses:</p> <ul style="list-style-type: none"> • Advanced Programming 6641 • Advanced Information Technology Certifications (AITC) I 6680 • Advanced Information Technology Certifications (AITC) II 6681 (requires AITC I prerequisite) • Computer Applications 6611/6617* • Computer Information Systems (CIS) 6612/ 6614* • Advanced Computer Information Systems 6613/ 6615* (requires CIS prerequisite) • Computer Network Software Administration (CNSA) 6650 • Advanced Computer Network Software Administration 6651 (requires CNSA prerequisite) • Database Design and Management (DDM) 6660 • Advanced Database Design and Management 6661 (requires DDM prerequisite) • Design, Multimedia, and Web Technologies (DMWT) 6630/ 6632* • Advanced Design, Multimedia, and Web Technologies 6631/ 6633* (requires DTMP prerequisite) • Information Technology Fundamentals 6670 <p><i>*18-week course</i></p> <p>Also, see International Baccalaureate Information Technology in a Global Society IB6613.</p>	<p>Programming 6640 and a combination of 18-week or 36-week courses, equivalent to a total of three 36-week courses</p>	<p>Available upon completion of Programming 6640 or Advanced Programming 6641:</p> <ul style="list-style-type: none"> • Brainbench Visual Basic 6.0 Fundamentals (Brainbench) • Brainbench Basic.Net • Brainbench Basic 6.0 • Brainbench C++ Fundamentals • Brainbench C++ • Brainbench Visual C++ • CIW Associate* (ProsoftTraining) • CIW Professional* (ProsoftTraining) • IC³* (Certiport) • International Computer Driving License* (ICDL US) • Microsoft Certified Professional* (Microsoft) <p>Available upon completion of Advanced Programming 6641:</p> <ul style="list-style-type: none"> • Brainbench Java2 Fundamentals Certification* (Brainbench) • Brainbench Java2 Certification* • Java Programming Certificate (Cisco Systems) • Sun Certified Programmer for Java2 Platform* (Sun Microsystems) 	Information Technology

Word Processing 6625**Grade Levels** 9, 10, 11, 12 (36 weeks)**Word Processing 6626****Grade Levels:** 9, 10, 11, 12 (18 weeks)**Prerequisite:** Keyboarding*

Students develop intermediate to advanced level word processing skills using a variety of software functions, including graphics, desktop publishing, and telecommunications. Students gain competence integrating other applications such as database and spreadsheet into word processing activities. Classroom experiences also provide for skill development in communication.

*Keyboarding course(s) or teacher approved demonstrated and documented touch keyboarding skills

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Word Processing 6625, 6626* and a combination of one or more of the following 18-week and 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> Accounting 6320 Computer Information Systems (CIS) 6612/6614* Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) Business Law 6131/6132* Business Management 6135/6136* Computer Applications 6611/6617* Design, Multimedia, and Web Technologies (DMWT) 6630/6632* Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT prerequisite) Digital Input Technologies 6160*/6161 Finance 6120/6121* Keyboarding Applications 6152/6153* Keyboarding 6151* Legal Systems Administration 6735/6736* Medical Systems Administration 6730/6731* Notetaking 6241/6242* (may complement sequence but must be offered with two or more other courses) Office Administration 6621/6622* Office Specialist 6740/6741/6742 Principles of Business and Marketing 6115/6116* <i>*18-week course</i>	Word Processing 6625/6626* and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses <i>*18-week course</i>	Available upon completion of Word Processing 6625: <ul style="list-style-type: none"> IC³* (Certiport) International Computer Driving License* (ICDL US) MOS* (Microsoft) (pass any two unique MOS exams at the core level) 	Business, Management, and Administration or Information Technology

Special Programs

Office Specialist I 6740 (Targeted Populations)

Grade Levels: 9, 10, 11, 12 (36 weeks)

Office Specialist II 6741 (Targeted Populations)

Grade Levels: 10, 11, 12 (36 weeks)

Office Specialist III 6742 (Targeted Populations)

Grade Levels: 11, 12 (36 weeks)

Students complete the Office Specialist sequence identified locally or progress in the sequence until prepared to transfer into other business courses. Students develop skills in areas including keyboarding, word processing, office procedures, and records management. If a fourth year is needed, the teacher should use simulated activities in the following areas: word processing, spreadsheets, databases, telecommunications, desktop publishing, and records management.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
Option 1 Office Specialist I 6740 (daily 2-period block) Option 2 Office Specialist I 6740 (single or double period) and a combination of one or more of the following 18-week or 36-week courses, equivalent to a total of two 36-week courses: <ul style="list-style-type: none"> • Office Specialist II 6741 • Office Specialist III 6742 • Accounting 6320 • Advanced Accounting 632 (requires Accounting prerequisite) • Business Law 6131/6132* • Business Management 6135/6136* • Computer Applications 6611/6617* • Computer Information Systems 6612/6614* • Advanced Computer Information Systems 6613/6615* (requires CIS prerequisite) • Design, Multimedia, and Web Technologies (DMWT) 6630/6632* • Advanced Design, Multimedia, and Web Technologies 6631/6633* (requires DMWT) prerequisite) • Digital Input Technologies 6160*/6161 • Finance 6120/6121* • Information Technology Fundamentals 6670 • Keyboarding Applications 6152/6153* • Keyboarding 6151* • Legal Systems Administration 6735 • Medical Systems Administration 6730/6731* • Notetaking 6241/6242* (may complement the sequence but must be offered with two or more other courses) • Office Administration 6721/6722 • Principles of Business and Marketing 6115/6116* • Word Processing 6625/6626* 	Office Specialist I 6740 and a combination of 18-week and 36-week courses listed for concentration, equivalent to a total of three 36-week courses	Available upon completion of Office Specialist I 6740 or Office Specialist II 6741 or Office Specialist III 6742: <ul style="list-style-type: none"> • IC³* (Certiport) • International Computer Driving License* (ICDL US) • MOS* (Microsoft) (pass any two unique MOS exams at the core level) 	Business, Management, and Administration

*18-week course			
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Business and Information Technology Dual Enrollment BUS6810

For information, please contact the Business and Information Technology Program Service, Virginia Department of Education.

International Baccalaureate Business Management IB6135

For description, contact Virginia Department of Education, Business and Information Technology Program.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
See sequences associated with Business Management 6135.	N/A	N/A	Business, Management, and Administration

International Baccalaureate Information Technology in a Global Society IB6613

For description, contact Virginia Department of Education, Business and Information Technology Program.

Concentration Sequences	Specialization Sequences	Certification/License/Assessment Available	Career Family
See sequences associated with the following: <ul style="list-style-type: none"> • Computer Applications 6611/6617 • Computer Information Systems 6612/6614 • Computer Network Software Operations 6650 • Database Design and Management (Oracle) 6660 • Desktop/Multimedia Presentations 6630/6632 • Programming 6640 	N/A	Available upon completion of Information Technology in a Global Society IB6613: <ul style="list-style-type: none"> • IC³* (Certiport) • International Computer Driving License* (ICDL US) • MOS* (Microsoft) 	Information Technology